

**THE TULALIP TRIBES**  
**Health Clinic**  
**Job Descriptions**

**JOB TITLE:** Registered Nurse

**JOB NUMBER:** TTT-137-06

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

**The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.**

**EDUCATION:** (Please attach all required education documents with application; i.e. diploma, degrees, certificates, etc.)

☐ Must possess a current Washington State License as a Registered Nurse and be a graduate of a certified RN program. (Please attach copy with application)

**SKILLS:**

☐ Must understand the particular problems faced by the Native American Community in relation to health care.

☐ IV certification preferred.

**EXPERIENCE:**

☐ Experience in telephone triage preferred

☐ Experience in health clinic preferred.

**Physical Characteristics and/or Prerequisites:**

☐ Must be able to lift at least 40 pounds.

**Other:**

☐ No substantiated complaints filed and charged with Washington state board of nursing or criminal convictions.

☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

**Tribal Department:** Health Clinic

**Employee Classification:** Exempt

**Job Summary:** Assist medical personnel in providing triage for patients of the Tulalip Health clinic.

**Employee Reports To:** Nursing Supervisor

**Extent of Job Authority** To perform practical nursing duties in accordance with Primary care procedures.

**Specific Duties Performed:**

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1. Coordinates and prioritize triage for evaluation/management of patient care services over all clinic flow.
2. Reports to physician and clinical staff for assistance and management of care.
3. Supports provider services; responsible for prescribed laboratory work and tracking specimens.
4. Administers specific medication as directed.
5. Assembles and uses medical equipment as directed.
6. Cleans, prepares and maintains adequately stocked exam room.
7. Prepares patient for exams, including entire assessments: a) Temperature b) Blood Pressure c) Pulse d) Respiration e) Other indicated procedures as needed.
8. Document findings appropriately.
9. Follows and implements Standing Orders as deemed appropriate from clinical examination.
10. Maintains written log of patients seen.
11. Attends staff/nursing meetings as requested.
12. Answers patient care related phone calls, gives phone advice and performs follow up. Working effectively and coordinating care with front desk staff.
13. Performs other related duties as deemed necessary.
14. Maintains professional behavior and conduct at all times with patients

**Terms of Employment:** This is a regular full-time position requiring 40 hours per week, or 2080 hours per year. May require shift work and weekend hours.

**Pay Range:** \$23.96

**Opening Date:** December 5, 2006

**Closing Date:** December 21, 2006 @4:00 pm

**Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 33<sup>rd</sup> Avenue NE, Tulalip, WA 98271. Tulalip Employment hours are Monday-Friday, 8:00 a.m. to 4:30 p.m. (360)651-3686 or toll free 1 (800) 869-8287, ext. 3686.**